



MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS

Regular Meeting Minutes

Wednesday, June 4, 2003

4:00 P.M., Room 107

I. CALL TO ORDER

The meeting was called to order by President DeForest at 4:04 p.m.

Others present: Commissioner Smith, Civil Service Director Karen Scholle, Civil Service Personnel Analyst Sue Sutherland. Absent: Commissioner Murdaugh, excused.

II. MINUTES

Motion by Smith, support by DeForest to accept the minutes of the May 7, 2003 regular Civil Service Commission meeting as written.

VOTE: Two yeas, zero nays. Motion carried.

III. ACTION AGENDA

A. Requests for FMLA Leaves of Absence

Motion by Smith, support by DeForest, to approve the FMLA leave of absence requests for Brandon Gunia.

VOTE: Two yeas, zero nays. Motion carried.

B. Annual Performance Evaluation for the Civil Service Director

Motion by Smith, support by DeForest, to schedule a special meeting on either June 16 or June 17 between 11 a.m. and 4 p.m. for the purpose of the Civil Service Director's annual performance evaluation.

VOTE: Two yeas, zero nays. Motion carried.

IV. CIVIL SERVICE PERSONNEL DIRECTOR' S REPORT

A. Mayfest activities

The Director spent Saturday, May 17 at Mayfest at MCC running children's crafts.

B. Veterans preference points

The City's previous Veterans' Preference Policy was shared with the Commissioners. Discussion was postponed until Commissioner Murdaugh can participate.

V. STATUS OF RECRUITMENTS

A. Account Clerk 2003: Fifty applications on file.

B. Assistant City Engineer: Position on hold per City Engineer's request.

C. City Seasonals 2003: 239 applications on file; summer hiring is complete.

D. Clerical Assistant/Clerk's Office: Position on hold per City Clerk's request.

E. Electrical Inspector: Ken Murar began employment on May 11, 2003.

F. Engineering Aide: Department interviews held, awaiting candidate selection.

G. Firefighter 2003: 219 applications on file with May 31 deadline.

H. Police Clerk 2003: Fifty-eight applications on file.

I. Police Officer 2003: List certified to department. Department interviews pending.

J. Water Plant Operator: Waiting on Plant Supervisor's decision for next step.

VI. APPOINTMENTS

A. New Appointments

Permanent

Kenneth Murar, Electrical Inspector, 5/11/03.

Seasonal/Part Time

Larry Allen II, Playground Leader, 5/13/03.

Robert Arnson, Facility Supervisor I, 5/1/03.

Sarah Blink, Aquatics Director, 5/2/03.

Cheri Burdick-Street, Farmers Market Master, 5/1/03.

Trent Coleman, Playground Leader, 5/8/03.

Matt Dye, Park Ranger, 4/29/03.

Roberto Esteban, Lifeguard, 5/14/03.

Melvin Foley, Playground Leader, 5/13/03.

Nicholas Grinwis, Park Ranger, 5/10/03.

James Hurley Jr., Park Ranger, 4/29/03.

Michael Kimbrough, Playground Leader, 5/9/03.

Isaiah Kirksey, Playground Leader, 5/12/03.

Allan Lowe II, Park Ranger, 5/1/03.

Crystal Meyer, Lifeguard Captain, 5/15/03.

Louis Murray, Playground Leader, 5/19/03.

Diane Murray-McKinley, Playground Leader, 5/12/03.

Rasheeda Nash, Playground Leader, 5/16/03.

Marsheilia Neely, Playground Leader, 5/13/03.

Craig Olson, Park Ranger, 5/1/03.

Joseph Panici, Lifeguard, 5/13/03.

Aaron Pumfery, Playground Leader, 5/16/03.

Marcus Schillaci, Lifeguard, 5/7/03.

Bruce Shaffer, Lifeguard, 5/13/03.

Scott Stine, Park Ranger, 5/5/03.

Barbara Villalpando, Playground Leader, 5/12/03.

Kathy Weaver, Park Ranger, 5/12/03.

Andrea Westover, Park Ranger, 5/10/03.

B. Promotions:

Permanent Employees

James Diffell, promoted from Firefighter to Fire Lieutenant, 5/25/03.

Seasonal/Part Time

C. Transfers

Permanent Employees

Seasonal/Part Time

D. Reclassifications

Permanent Employees

Seasonal Employees

Elisa Espinoza, Program Leader, 3/31/03.

Craig Olson, from Park Ranger to Marina Aide, 5/1/03.

Marcus Schillaci, from Lifeguard to Lifeguard Captain, 5/7/03.

E. Temporary Assignments

Permanent Employees

Ruthanne Simila, to Firefighter position from Acting Fire Lieutenant, 5/24/03.

Seasonal/Part Time

VII. DISCIPLINARY ACTIONS

A. Warning Letters

Permanent Employees

Tim Fields, Water/Sewer Maintenance Worker, for Group 1 offense, second violation, 5/8/03.

Wayne Peterson, Computer Technician, for Group 1 offense, first violation, 5/15/03.

Seasonal/Part Time

B. Suspensions

Permanent Employees

Pete Boterenbrood, Police Officer, 10-days suspension for Group 3 offense, first violation, 5/15/03.

John Corrigan, Police Officer, 10-days suspension for Group 3 offense, first violation, 5/15/03.

Sue Sutherland, Personnel Analyst, 3-days suspension, unserved, for Group 2 offense, first violation, 5/16/03.

Seasonal/Part Time

C. Terminations

Permanent Employees

Seasonal/Part Time

VIII. SEPARATIONS

A. Resignations

Permanent Employees

Seasonal/Part Time

B. Job Terminations

Permanent Employees

Seasonal/Part Time

Jason Brock, Lifeguard, 3/30/03.

Pamela Churchwell, Program Leader, 3/30/03.

Tommie Elliott, Program Leader, 3/16/03.

Arlene Wallace, Program Leader, 3/30/03.

C. Other

Retirements

Permanent Employees

William Plough, Safety Services Supervisor, 4/11/03.

IX. OTHER PERSONNEL ACTIONS

A. Certificates of Training Excellence

2003 Homeland Security Training Conference/Meeting the Challenge

Robert Grabinski, Director of Inspections, 5/2/03.

Firefighter I & II

Scott Campau, Firefighter, 4/22/03.

Brian Lenoir, Firefighter, 4/22/03.

Fire Officer II

Major Metcalf, Fire Marshall, 5/21/03.

Fire Officer III

Major Metcalf, Fire Marshall, 5/21/03.

Health & Safety Officer

Joseph Hannon, Fire Lieutenant, 3/6/03.

Ollie Sandifer, Firefighter, 3/6/03.

Intro. To Fire Insp. Principles & Practices

Keith McMillan, Firefighter, 3/16/03.

Leadership I

Joseph Hannon, Fire Lieutenant, 3/10/03.
Michael McGahan, Firefighter, 3/10/03.
Ollie Sandifer, Firefighter, 3/10/03.

Leadership II

Joseph Hannon, Fire Lieutenant, 3/12/03.
Michael McGahan, Firefighter, 3/12/03.
Ollie Sandifer, Firefighter, 3/12/03.

Leadership III

Joseph Hannon, Fire Lieutenant, 3/19/03.
Ollie Sandifer, Firefighter, 3/9/03.

Workplace Violence Management

Ken James, Affirmative Action Director, 5/8/03.
Karen Scholle, Civil Service/Personnel Director, 5/8/03.

B. Letters of Commendation

Jon Baker, Police Officer, received a letter of appreciation via Anthony Kleibecker, Police Chief, from Thomas Korabik, Chief of Police for North Muskegon, for his assistance in apprehending a robbery suspect and critical evidence, 5/1/03.
Chris Burnham, Police Officer, received a letter of appreciation from Andy Olson, Police Lieutenant, for her professional performance and work commitment with the presentation of the Muskegon Police Department's Citizens Academy, 5/8/03.
Brett DeAugustine, Police Officer, received a letter of appreciation via Anthony Kleibecker, Police Chief, from Thomas Korabik, Chief of Police for North Muskegon, for his assistance in apprehending a robbery suspect and critical evidence, 5/1/03.
Mark Klingel, Police Officer, received a letter of appreciation via Anthony Kleibecker, Police Chief, from Thomas Korabik, Chief of Police for North Muskegon, for his assistance in apprehending a robbery suspect and critical evidence, 5/1/03.
Andrew Rush, Police Officer, received a letter of appreciation via Anthony Kleibecker, Police Chief, from Thomas Korabik, Chief of Police for North Muskegon, for his assistance in apprehending a robbery suspect and critical evidence, 5/1/03.
Amy Behler, Leslie Ruth Luttrull, Sue Nichols, Chuck Tazelaar, David Richard, Bernadette Young, Leisure Services employees, received letters of appreciation from Joseph Schulze, Superintendent; Linda Wierenga, Executive Director of Elementary Education; Gay Monroe, HOSTS Curriculum Supervisor & Principal of McLaughlin Elementary School; and Phyllis Wahlberg, Supervisor of State & Federal Program Services, for their assistance in the HOSTS program this year.

C. Reassignment of Duties

X. OTHER BUSINESS

- A. April 2003, expenditure for Manpower Temporary Services, Office Services only, for 1 temp employees, \$1,348.49.
- B. April 2003, expenditure for Kelly Temporary Services, Office Services only, for 2 temporary employees, \$638.28.

XI. ADJOURNMENT

With no other business to attend to, the meeting adjourned at 4:28 p.m.

Submitted by,

Karen A. Scholle, Civil Service Personnel Director

The City will provide necessary appropriate auxiliary aids and services, to individuals with disabilities who want to attend the meeting, upon 24-hour notice to the City of Muskegon. Please contact 933 Terrace Street, Muskegon, MI 49443 or by calling (231) 724-6716 (voice) or (TDD) (231) 724-6773.

(06 03 CSC Minutes)